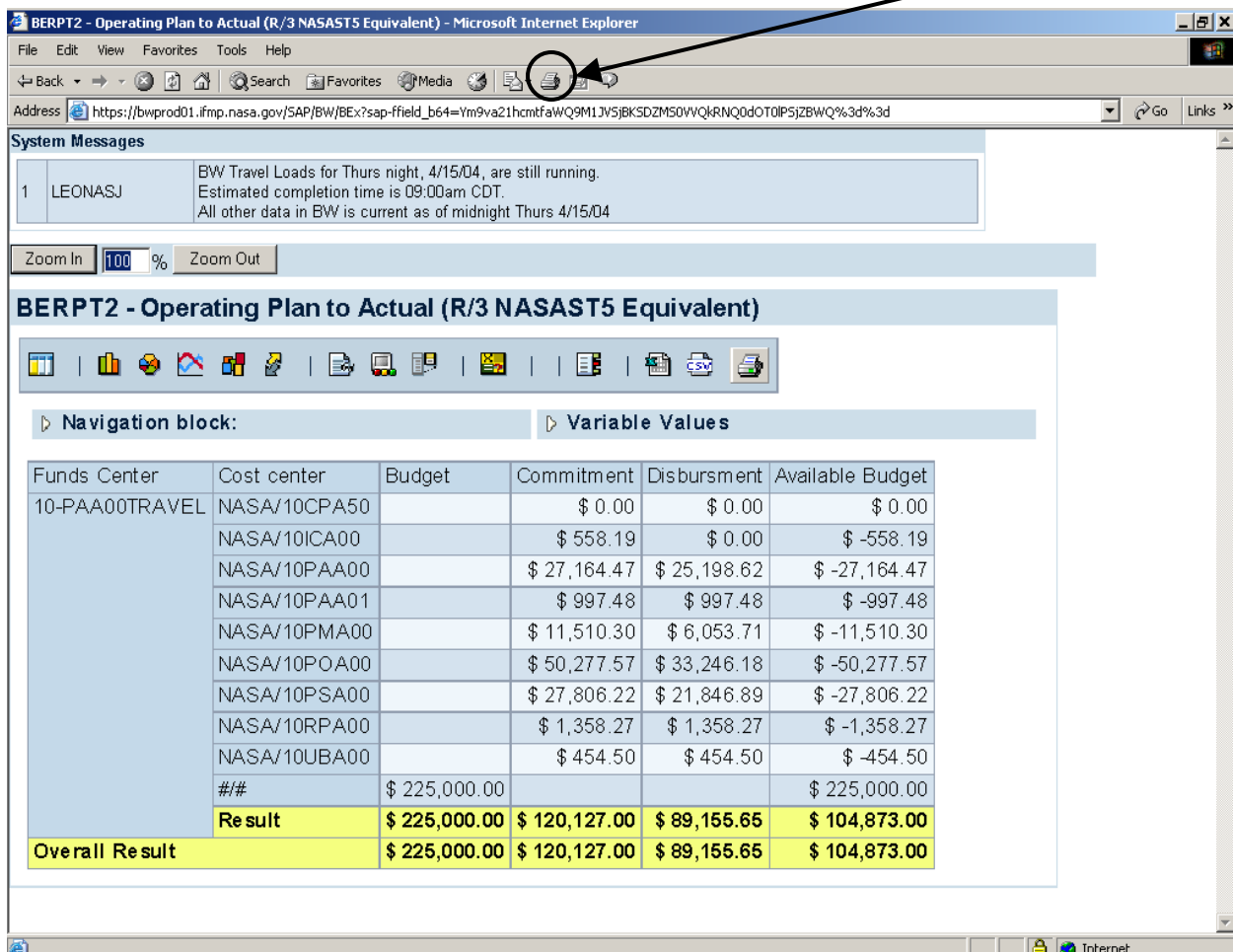


Option 1: Printing straight from your Internet browser

- When you have 133 rows or less in your report, then it is easy to just print directly from the browser by clicking on the print icon show below.



System Messages

1 LEONASJ BW Travel Loads for Thurs night, 4/15/04, are still running.
Estimated completion time is 09:00am CDT.
All other data in BW is current as of midnight Thurs 4/15/04

Zoom In 100 % Zoom Out

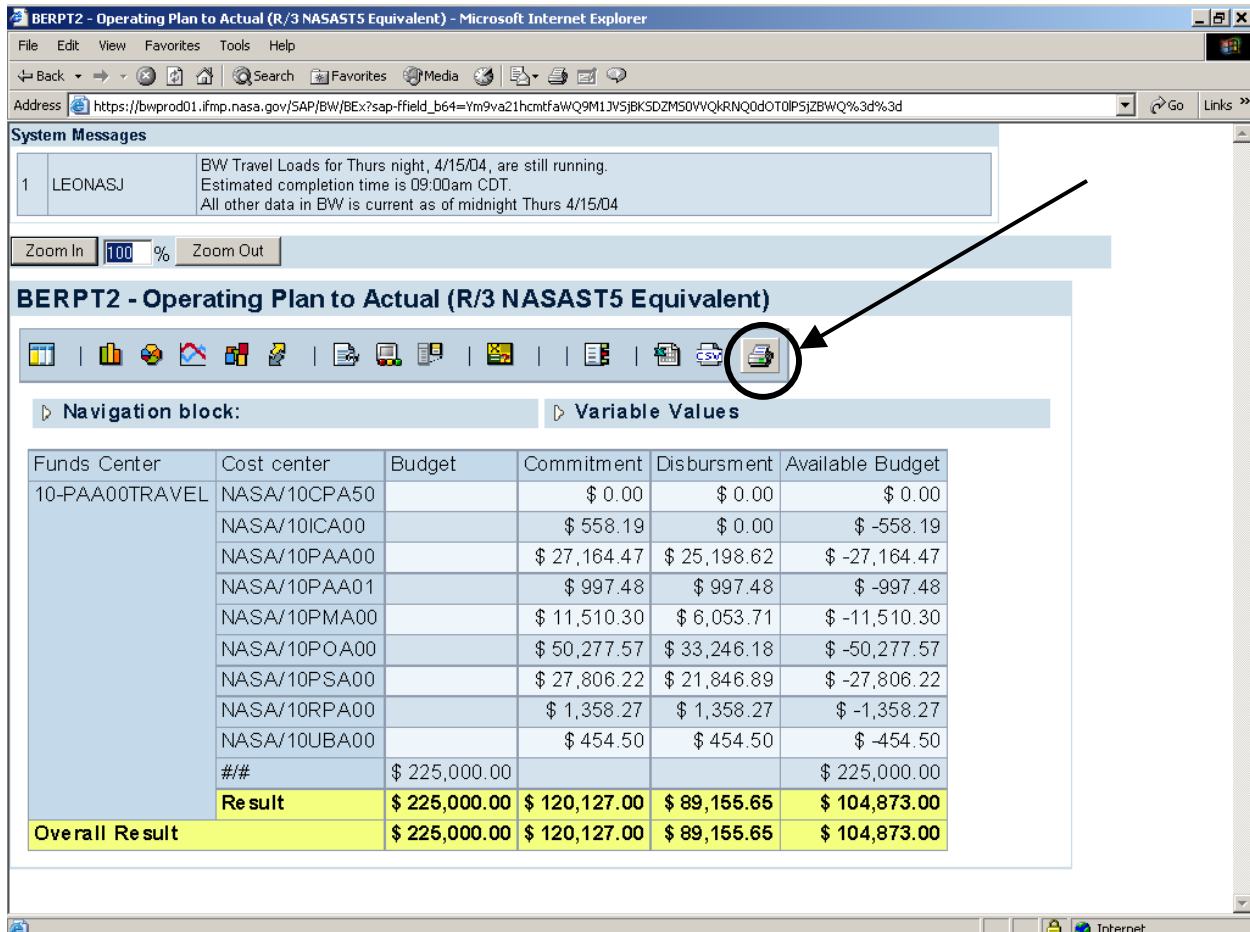
BERPT2 - Operating Plan to Actual (R/3 NASAST5 Equivalent)

Navigation block: Variable Values

Funds Center	Cost center	Budget	Commitment	Disbursement	Available Budget
10-PAA00TRAVEL	NASA/10CPA50		\$ 0.00	\$ 0.00	\$ 0.00
	NASA/10ICA00		\$ 558.19	\$ 0.00	\$ -558.19
	NASA/10PAA00		\$ 27,164.47	\$ 25,198.62	\$ -27,164.47
	NASA/10PAA01		\$ 997.48	\$ 997.48	\$ -997.48
	NASA/10PMA00		\$ 11,510.30	\$ 6,053.71	\$ -11,510.30
	NASA/10POA00		\$ 50,277.57	\$ 33,246.18	\$ -50,277.57
	NASA/10PSA00		\$ 27,806.22	\$ 21,846.89	\$ -27,806.22
	NASA/10RPA00		\$ 1,358.27	\$ 1,358.27	\$ -1,358.27
	NASA/10UBA00		\$ 454.50	\$ 454.50	\$ -454.50
	##	\$ 225,000.00			\$ 225,000.00
	Result	\$ 225,000.00	\$ 120,127.00	\$ 89,155.65	\$ 104,873.00
Overall Result		\$ 225,000.00	\$ 120,127.00	\$ 89,155.65	\$ 104,873.00

Option 2: Printing using the enhanced web printing tool

- When you have more than 133 rows in your report, you will not see all of the rows in your report if you print directly from BW. This is because it will only print those rows displayed in the browser window.
- If you would like to print all of your rows and use the enhanced BW screen formatting options, then click on the enhanced web-printing icon below. Uncheck the preview Mode checkbox and click on the enter button. Then use your browser to print the displayed report.



System Messages

1	LEONASJ	BW Travel Loads for Thurs night, 4/15/04, are still running. Estimated completion time is 09:00am CDT. All other data in BW is current as of midnight Thurs 4/15/04
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Zoom In 100% Zoom Out

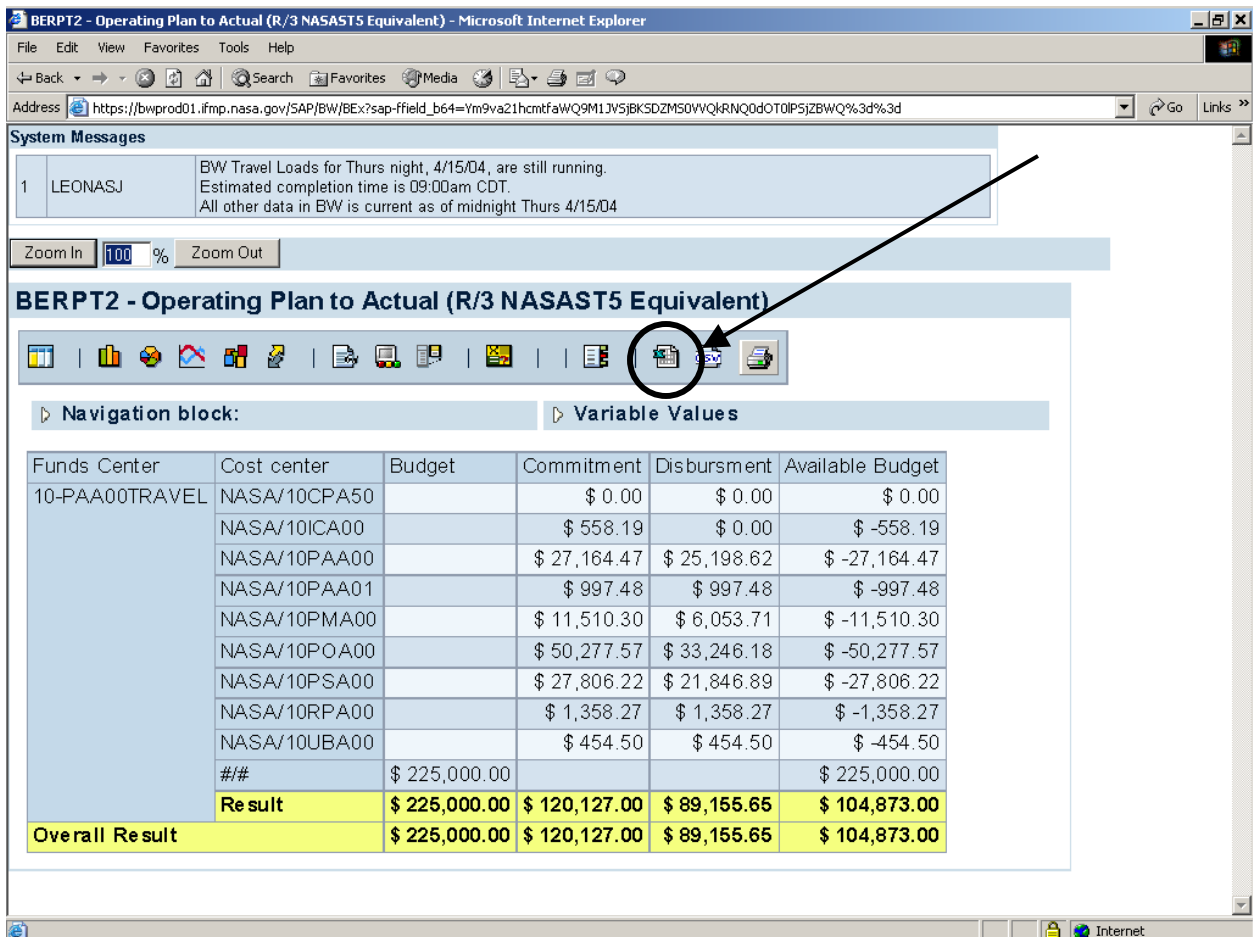
BERPT2 - Operating Plan to Actual (R/3 NASAST5 Equivalent)

Navigation block: Variable Values

Funds Center	Cost center	Budget	Commitment	Disbursement	Available Budget
10-PAA00TRAVEL	NASA/10CPA50		\$ 0.00	\$ 0.00	\$ 0.00
	NASA/10ICA00		\$ 558.19	\$ 0.00	\$ -558.19
	NASA/10PAA00		\$ 27,164.47	\$ 25,198.62	\$ -27,164.47
	NASA/10PAA01		\$ 997.48	\$ 997.48	\$ -997.48
	NASA/10PMA00		\$ 11,510.30	\$ 6,053.71	\$ -11,510.30
	NASA/10POA00		\$ 50,277.57	\$ 33,246.18	\$ -50,277.57
	NASA/10PSA00		\$ 27,806.22	\$ 21,846.89	\$ -27,806.22
	NASA/10RPA00		\$ 1,358.27	\$ 1,358.27	\$ -1,358.27
	NASA/10UBA00		\$ 454.50	\$ 454.50	\$ -454.50
	##	\$ 225,000.00			\$ 225,000.00
	Result	\$ 225,000.00	\$ 120,127.00	\$ 89,155.65	\$ 104,873.00
Overall Result		\$ 225,000.00	\$ 120,127.00	\$ 89,155.65	\$ 104,873.00

Option 3: Exporting to Microsoft Excel and then printing

- When you have more than 133 rows in your report, you will not see all of the rows in your report if you print directly from BW. This is because it will only print those rows displayed in the browser window.
- If you still want all of the same presentation formatting that the BW screen offers. Then exporting the report to excel and then printing is a good option. You can do this by clicking on the Excel export button shown below.



System Messages

1 LEONASJ BW Travel Loads for Thurs night, 4/15/04, are still running.
Estimated completion time is 09:00am CDT.
All other data in BW is current as of midnight Thurs 4/15/04

Zoom In 100% Zoom Out

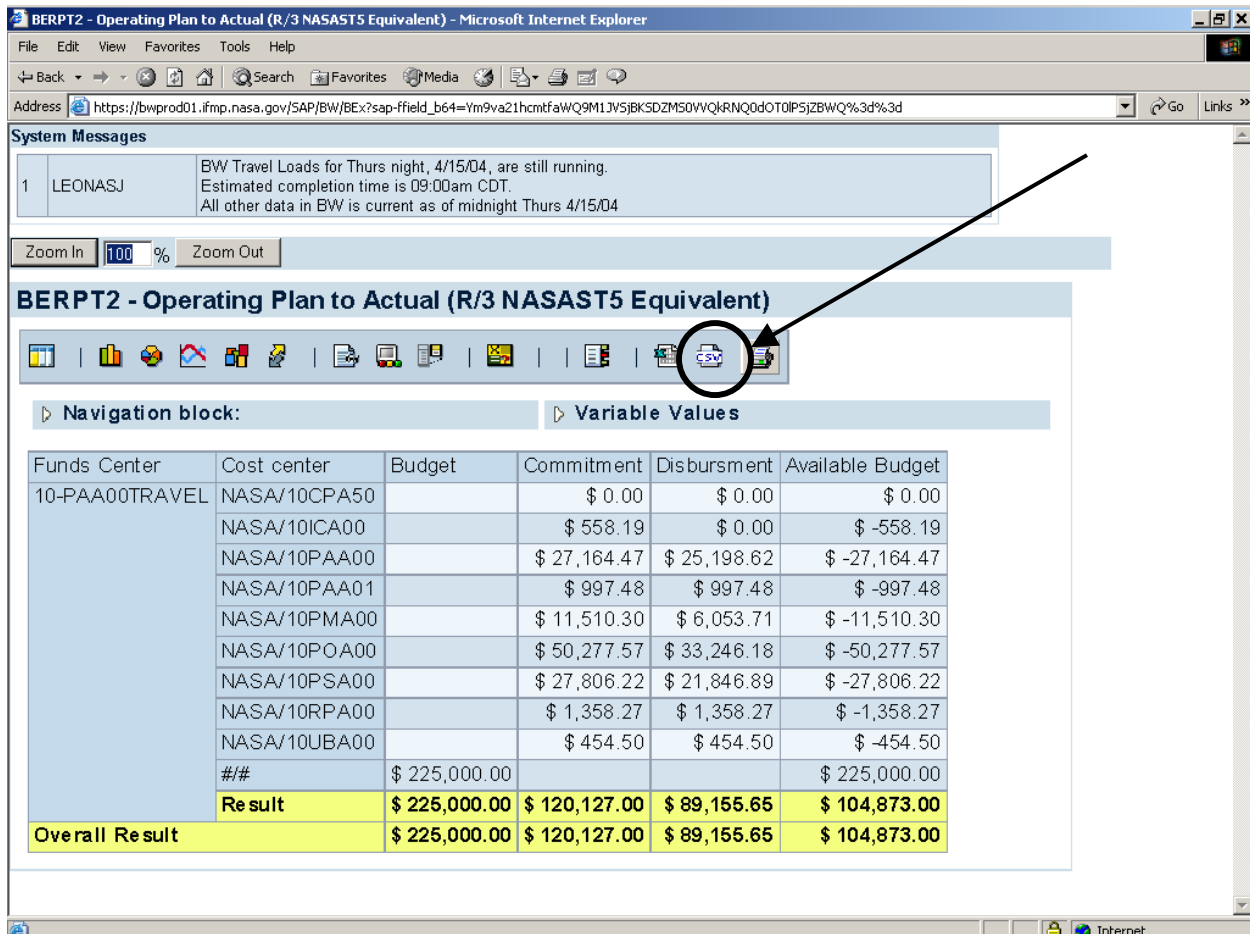
BERPT2 - Operating Plan to Actual (R/3 NASAST5 Equivalent)

Navigation block: Variable Values

Funds Center	Cost center	Budget	Commitment	Disbursement	Available Budget
10-PAA00TRAVEL	NASA/10CPA50		\$ 0.00	\$ 0.00	\$ 0.00
	NASA/10ICA00		\$ 558.19	\$ 0.00	\$ -558.19
	NASA/10PAA00		\$ 27,164.47	\$ 25,198.62	\$ -27,164.47
	NASA/10PAA01		\$ 997.48	\$ 997.48	\$ -997.48
	NASA/10PMA00		\$ 11,510.30	\$ 6,053.71	\$ -11,510.30
	NASA/10POA00		\$ 50,277.57	\$ 33,246.18	\$ -50,277.57
	NASA/10PSA00		\$ 27,806.22	\$ 21,846.89	\$ -27,806.22
	NASA/10RPA00		\$ 1,358.27	\$ 1,358.27	\$ -1,358.27
	NASA/10UBA00		\$ 454.50	\$ 454.50	\$ -454.50
	##	\$ 225,000.00			\$ 225,000.00
Result		\$ 225,000.00	\$ 120,127.00	\$ 89,155.65	\$ 104,873.00
Overall Result		\$ 225,000.00	\$ 120,127.00	\$ 89,155.65	\$ 104,873.00

Option 4: Exporting to an Microsoft Excel .csv file and then printing

- When you have more than 133 rows in your report, you will not see all of the rows in your report if you print directly from BW. This is because it will only print those rows displayed in the browser window.
- If you need to be able to print all of your rows or need to perform further data manipulation before printing and don't care about the existing BW presentation formatting then printing from an excel .csv file is a good option. To do this, just click on the export to excel .csv file icon below.



System Messages

1 LEONASJ BW Travel Loads for Thurs night, 4/15/04, are still running.
Estimated completion time is 09:00am CDT.
All other data in BW is current as of midnight Thurs 4/15/04

Zoom In 100% Zoom Out

BERPT2 - Operating Plan to Actual (R/3 NASAST5 Equivalent)

Navigation block: Variable Values

Funds Center	Cost center	Budget	Commitment	Disbursement	Available Budget
10-PAA00TRAVEL	NASA/10CPA50		\$ 0.00	\$ 0.00	\$ 0.00
	NASA/10ICA00		\$ 558.19	\$ 0.00	\$ -558.19
	NASA/10PAA00		\$ 27,164.47	\$ 25,198.62	\$ -27,164.47
	NASA/10PAA01		\$ 997.48	\$ 997.48	\$ -997.48
	NASA/10PMA00		\$ 11,510.30	\$ 6,053.71	\$ -11,510.30
	NASA/10POA00		\$ 50,277.57	\$ 33,246.18	\$ -50,277.57
	NASA/10PSA00		\$ 27,806.22	\$ 21,846.89	\$ -27,806.22
	NASA/10RPA00		\$ 1,358.27	\$ 1,358.27	\$ -1,358.27
	NASA/10UBA00		\$ 454.50	\$ 454.50	\$ -454.50
	###	\$ 225,000.00			\$ 225,000.00
	Re sult	\$ 225,000.00	\$ 120,127.00	\$ 89,155.65	\$ 104,873.00
Overall Result		\$ 225,000.00	\$ 120,127.00	\$ 89,155.65	\$ 104,873.00

Below are instructions on how to export and set up your data for further data manipulation and formatting in an excel .csv file:

Export to Excel via CSV



1. From the Toolbar, click the Export to CSV Icon
2. Text will appear in an Excel sheet.
3. Highlight Column A
4. From the menu, select **Data | Text to Columns**
5. Original Data Type = Delimited - Click **NEXT**
6. Delimiters = Semicolon - Click **NEXT**
7. Click **FINISHED**
8. Save File as Excel and use the Browser's **BACK** button to return to BW.